



# *Alabama* DEPARTMENT OF ARCHIVES & HISTORY

## ARCHIVAL PROCESSING INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2023 archival processing internship. This paid internship will provide the successful candidate with experience surveying, arranging, and describing records created in the early twentieth century by the Alabama Department of Corrections. This internship will also teach the student how to properly handle, repair, and store archival materials. Students studying library science, history, public history, or related topics are encouraged to apply. Applicants will need to be able to bend, reach, and lift boxes weighing up to 40 pounds. Applicants for this internship will be required to submit a writing sample, preferably a paper completed for a history or humanities course, to be considered for an interview.

Applicants must be at least 18 years old and should be a current student or a recent graduate.

**Duration:** June – August 2023

**Academic Level:** Undergraduate and/or Graduate Student

**Location:** Alabama Department of Archives and History

624 Washington Avenue

Montgomery, Alabama 36130

**Schedule:** TBD

### HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All paperwork should be sent to Krystle Scott at [krystlem.scott@archives.alabama.gov](mailto:krystlem.scott@archives.alabama.gov) OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, AL, 36130.

**Application form:** <https://personnel.alabama.gov/Downloads/StateApp.pdf>

**Internship cover sheet:** [https://archives.alabama.gov/about/docs/internship\\_cover\\_sheet.pdf](https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf)